BINA PURI GROUP OF COMPANIES

Top Urgent!

We invite suitable qualified employees for the following position : -

Company	:	BINA PURI HOLDINGS BHD
Position / Level	:	**CORPORATE LAWYER / LEGAL EXECUTIVE Based at HQ (Selayang)**
No. of Vacancy	:	1

Requirements :

- Bachelor of Laws or any relevant professional qualification in laws.
- Minimum of 3 years working experience in legal practice.
- Possess work experience in a corporate and commercial field is an advantage.
- Strong drafting skills in contracts, agreements and other legal documents.
- Pleasant personality, motivated person and able to communicate with all level.
- Understand on business operation and strong negotiation skills.

Responsibilities :

- To assist the Head of the Department in all legal matters pertaining to corporate and commercial work.
- Vet and comment on all commercial agreements, contracts and related documents.
- Review various contracts and recommend for revisions when necessary.
- Lead the Compliance Team for improvements and support business of the Group.
- Proactively identify and advise on legal and compliance risks.
- Advise and enforce shareholders reserve matter.
- Keep updated with all latest legal development.
- Assist all legal matters relating to land, conveyance, tenancy, joint venture and application to local authorities, etc.
- Prepare draft and review all legal documents, contractors, consultants and agreements.
- Prepare standard contract templates and precedents.
- Assist in providing legal advice/opinion in contract negotiation and legal document.
- Manage and coordinate with the external solicitor and other third party advisors on Company's legal matter.
- Any other duties as assigned from time to time.

Interested employees are kindly requested to write / call to respective HR Department by not later than **7 September 2018.**